



State of Hawaii
Department of Health
Clean Water Branch

**Do NOT submit
this document.**

Guidelines for CWB NOI Form D (CWBNOI_D.doc)

**Guidelines for Notice of Intent for Hawaii Administrative Rules,
Chapter 11-55, Appendix D, National Pollutant Discharge Elimination
System (NPDES) Notice of General Permit Coverage (NGPC)**

For coverage under a specific NPDES General Permit, the following items are required to be submitted to the Clean Water Branch (CWB):

- A. **CWB NOI General Form** (CWBNOI_General.pdf) with Certifying Person's original signature [via "Submit via Email" button and hard copy]
- B. **General Permit Specific CWB NOI Form D** (CWBNOI_D.doc) [via hard copy]
- C. **All applicable attachments** [via hard copy]
- D. **\$500 Filing Fee** [Check made payable to "State of Hawaii"]
- E. **Additional copies as required for Islands other than Oahu** [see Notes V.D. and V.E. of the General Guidelines]

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General Instructions - This is an MSWord form. Please:

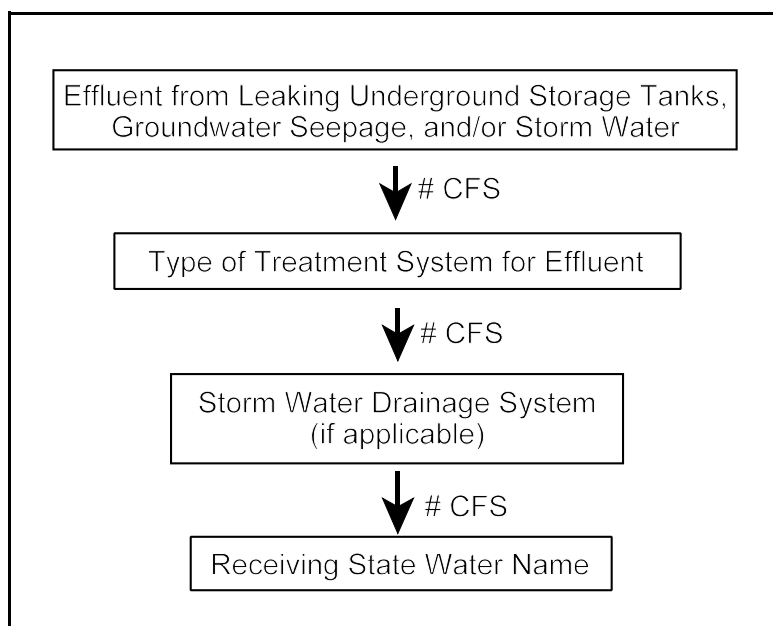
1. Insert the required information - The NGPC Renewal Information is required for an Existing Facility with an NGPC. If this is for an Existing Facility without an NGPC or a New Facility, skip this item.
2. Save

3. Print
4. Submit with the CWB NOI General Form, attachments, and \$500 Filing Fee. Please see Note V - Inquiries and Submittals and Note VI - Filing Fee of the General Guidelines for more submittal information.

1. Location Map

- a. Provide a location map on 8-1/2 by 11 inches sized paper showing the island on which the facility is located and the approximate location of the facility.
- b. Provide a topographic map on 8-1/2 by 11 inches sized paper or folded to 8-1/2 by 11 inches showing at least one mile beyond the facility's property boundaries and the receiving State water(s). The map should also include the discharge point(s) where treated effluent from the remedial activity comes in contact with the receiving State water(s) and, if applicable, the locations where the treated effluent enters into a storm drainage system/structure.
- c. If there is more than one (1) discharge point into a drainage structure and/or State receiving water, provide identification numbers and coordinates for each discharge point.

2. Flow Chart



An example of a line drawing indicating how the treated effluent from the leaking underground storage tank(s) flows through the facility and the approximate amount of flow is shown. Indicate any treatment system(s) used. The quantity of discharge may be estimated if no data is available.

3. Existing or Pending Permits, Licenses, or Approvals

- a. Indicate any additional NPDES Permit number and/or NGPC File number which is associated with this facility.
- b. Provide any Department of the Army (DA) file number associated with the facility.
- c. Provide the Section 401 Water Quality Certification (WQC) file number associated with the DA Permit.
- d. Provide the RCRA Permit number for any hazardous wastes stored or used at the facility.
- e. For SARA Facilities, indicate the chemicals and their quantities on site.
- f. Others (i.e., Underground Injection Control file number).

4. North American Industrial Classification System (NAICS) United States Structure Codes

See Note 1 of the General Guidelines.

5. Physical Effluent Quality

Check the box for parameters which are believed to be ABSENT based on the test results or your best estimate. Provide an explanation for why each unchecked parameter is believed to be present in the discharge, as applicable.

6. Water Quality Parameters

- a. All of the parameters must be tested and reported. Provide a copy of the laboratory data sheets with Quality Assurance/Quality Control and Chain of Custody documents, as applicable.
- b. The source water quality data may be collected from sites allowed by the director.
- c. Test results shall be obtained from a representative sample. "Representative sample" as defined in HAR, Chapter 11-55, Appendix A, Section 14(a):

"As used in this section, a representative sample means that the content of the sample shall:

- (1) Be identical to the content of the substance sampled at the time of the sampling;
- (2) Accurately represent the monitored item (for example, sampling to monitor ... effluent quality shall accurately represent that quality, even though the sampling is done upstream of the discharge point); and
- (3) Accurately represent the monitored item for the monitored time period (for example, sampling to represent monthly average effluent flows shall be taken at times and on days that cover significant variations). Representative sampling may include weekends and storm events and may mean taking more samples than the minimum number specified elsewhere in the applicable general permit.

The burden of proving that sampling or monitoring is representative is on the permittee."

- d. One test result may be reported for Salinity, Chloride, or Conductivity.
- e. The test results shall be reported to the nearest decimal place or whole number as shown in the parentheses following each parameter. For example, "Temperature (0.1 °C)" - Temperature shall be reported to the nearest tenth of a centigrade and "Ammonia Nitrogen (1 µg/l)" - Ammonia Nitrogen shall be reported to the nearest whole microgram per liter.
- f. Indicate the test method used for each parameter. The test methods that may be used are promulgated in 40 CFR Part 136 and, when applicable, listed in the references of chemical methodology for seawater analyses (see HAR, Chapter 11-54, Section 10(b)). If a test method has not been promulgated for a particular parameter, you may apply for approval of an alternate test procedure by following 40 CFR Section 136.4.
- g. The detection limit of the test methods used shall reflect the applicable numerical limitations as specified in HAR, Chapter 11-54 and shall be indicated.
 - i. The test method indicated shall have the detection limit below and closest to the numerical limit specified in HAR, Chapter 11-54. For situations where the numerical

limitation is below the detection limit of the test methods, use the test method which has the detection limit closest to the numerical limitation.

- ii. If the test result is not detectable, indicate that the test result is "N.D." or "not detected."
 - h. Provide the specific numeric criteria for the receiving water from the "geometric mean not to exceed the given value" column of the applicable table in HAR, Section 11-54-5.2(b)(1), (d)(1), or (d)(2) or Section 11-54-6(a)(3), (b)(3), or (c)(3). The analysis shall include an explanation and evaluation of the source water quality data collected with respect to the applicable specific numeric criteria for the receiving water(s) specified under HAR, Chapter 11-54.
7. Toxic Parameters
- a. Test and report on the parameters which are believed to be present in the effluent (i.e., petroleum products, etc.). Provide a copy of the laboratory data sheets with Quality Assurance/Quality Control and Chain of Custody documents, as applicable.
 - b. The parameters are categorized into Metals, Organonitrogen Compounds, Pesticides, Phenols, Phthalates, Polynuclear Aromatic Hydrocarbons, Volatile Organics, and Others and are listed alphabetically. A Glossary of Chemicals is listed in Note 2 of the General Guidelines.
 - c. Fill in each space to indicate that each parameter has been considered. If a parameter does not apply to the activities associated with the facility or discharge, enter "N/A" for "not applicable" in the "Test Result" column to show that the parameter was considered.
 - d. The test results shall be reported in micrograms per liter.
 - e. Indicate the test method used for each parameter. The test methods that may be used are promulgated in 40 CFR Part 136 and, when applicable, listed in the references of chemical methodology for seawater analyses (see HAR, Chapter 11-54, Section 10(b)). If a test method has not been promulgated for a particular parameter, you may apply for approval of an alternate test procedure by following 40 CFR Section 136.4.
 - f. The detection limit of the test methods used shall reflect the applicable numerical limitations as specified in HAR, Chapter 11-54 and shall be indicated.
 - i. The test method indicated shall have the detection limit below and closest to the numerical limit specified in HAR, Chapter 11-54. For situations where the numerical limitation is below the detection limit of the test methods, use the test method which has the detection limit closest to the numerical limitation.
 - ii. If the test result is not detectable, indicate that the test result is "N.D." or "not detected."
 - g. Provide the specific numeric criteria for the receiving water (freshwater or saltwater) from the "acute" or "chronic" column of the table in HAR, Section 11-54-4(b)(3). For intermittent discharges, provide the "acute" criteria and for continuous discharges, provide the "chronic" criteria.

8. Treatment System Operator Information

The treatment system operator is the organization or person who is conducting the remedial activities at the leaking underground storage tank(s).

9. Treatment System Operations Plan

The treatment system operations plan shall specify the treatment system to be used and describe its operation in detail. If any treatment technology is being considered other than the Granular-Activated Carbon Process or the Air-Stripping Process, then additional technical information on the

technology which is consistent with the General Permit shall be submitted to the Director for review as soon as the decision for its use has been made. The treatment system operations plan shall be modified as required by the Director. The plan shall describe accepted engineering practice of how the process and physical design of the treatment facilities will ensure compliance with the General Permit.

a. Treatment System to be used

Provide the type of the treatment system to be used. Include the following:

- i. Detailed description of the treatment system operation (method of treatment of the effluent),
- ii. Maintenance procedures,
- iii. Testing schedules, and
- iv. Instruction manuals for the operating personnel.

b. Discharge Schedule

Provide the best estimate of the date(s) on which the facility will begin and terminate the discharge.

c. Effluent Discharge Information

- i. The average daily flow rates and the maximum daily flow rates are based on the Treatment System Operations Plan for the facility.
- ii. Frequency of Discharge

Indicate how often the discharge into receiving State waters will occur, as applicable.

- (1) "Continuous discharge" means a "discharge" which occurs without interruption throughout the operating hours of the facility, except for infrequent shut-downs for maintenance, process changes, or other similar activities.
- (2) "Intermittent discharge" means a discharge that is not continuous.

d. Contingency plan to be activated in the event of an emergency

e. Provisions for system shut-down and any other measures for the protection of health and safety of employees and the public

f. Sampling plan, including the following for the treated groundwater:

- i. Sampling procedures;
- ii. Location of sampling;
- iii. Person/position responsible for sampling;
- iv. Flow estimation period;
- v. Laboratory that will analyze samples;
- vi. Test methods and detection levels for each parameter;
- vii. Quality Assurance/Quality Control; and

- viii. Chain of custody of samples.
- g. Certification of the Treatment System Operations Plan

The proposed treatment system shall be certified by the design engineer with a signature, the professional engineering license number, and expiration date in a report or letter. The report or letter may be included in the Treatment System Operations Plan and shall also certify that:

- i. All of the treatment system's startup and operation instruction manuals are adequate and available to operating personnel.
- ii. All treatment system maintenance and testing schedules are included in the Treatment System Operations Plan.
- iii. Effluent sampling locations and ports are located in areas where samples representative of the waste stream to be monitored can be obtained.

10. Additional Information

Any other site-specific information pertaining to the facility may also be provided in this section. Additional sheets may be attached with reference to this item.